

**LUNENBURG DPW BUILDING COMMITTEE
TOWN OF LUNENBURG**

David MacDonald, Chair
Joanna Bilotta, Vice-Chair
Jay Simeone, Clk.
James Breault, Mbr.
Janice Carrier, Mbr.
Steve deBettencourt, Mbr.
Leigh Mezzitti, Mbr.



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JUN 11 2012

**LUNENBURG TOWN
CLERK OFFICE**

Minutes

**November 22, 2011
DPW Building
520 Chase Rd
Lunenburg, Ma. 01462**

Meeting Posted: Yes
Meeting Call to order at 5:30 pm

Roll Call: Present: Jay Simeone, , Joanna Bilotta, Jan Carrier, James Breault, , Dave MacDonald,

Guest: Kerry Speidel –Town Manager, Jack Rodiquenze – DPW Director

Absent: Leigh Mezzetti

GENERAL DISCUSSION:

The Town manger gave an update regarding the garage doors bid.

HKA to put the garage doors out to public bid by 12-7-11.

Cost to put out to bid by HKA approximately \$1800

Bid opening on 12-22-11

See attached email from Town Manager.

The IT dept. estimated \$6000 for new computer equipment. To be paid thru the capital budget

\$5200 for the new phone system

Sewer Dept. to pay \$2450

The Chair gave an update on change orders to date.

The garage addition frame was delivered on 11-21-11.

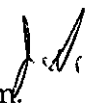
Jack R. spoke to the office core renovation.

A vendor submitted a blueprint for the office equipment layout. The vendor is expected to submit a proposal for the office equipment.

Windows in the front are in. Ceiling tiles and lighting is going in.

Shelving for the garage area in being researched.

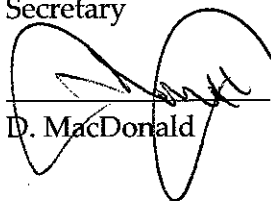
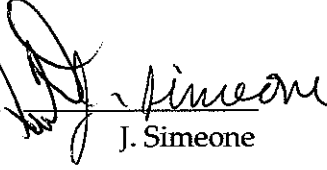
Next Meeting Date: TBD

Motion to adjourn at ^{6:30}~~5:00~~ pm. 

Respectfully Submitted by:

Jay Simeone

Secretary

 
D. MacDonald J. Simeone

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**LUNENBURG TOWN
CLERK OFFICE**

Kerry Speidel

DPW - 11-22-11

From: Kerry Speidel <kspeidel@lunenburgonline.com>
Sent: Wednesday, November 16, 2011 11:24 AM
To: Dave MacDonald (dmacdonald@sruinc.com)
Cc: jrodriquenz@lunenburgonline.com; Laura Williams
Subject: FW: Lunenburg DPW - Overhead Door Rebid

Dave,

I spoke to Gregg this morning. We agreed that we must follow the process set forth in MGL Chapter 149, for projects under \$100k. We agreed that it makes the most sense for Gregg to prepare all the required paperwork and to advertise in the Central Register and via Bid Docs. The Town will place the newspaper and office advertisement. The Town will be responsible for a Pre-Bid Conference if needed and for the Bid Opening. We tentatively agreed to put the bid out on Wednesday, December 7, 2011 and have the bid opening on Thursday, December 22, 2011. Gregg will provide be a cost proposal for these services by the end of the week. Please let me know if you have any questions.

Kerry

From: HELENE KARL Architects, Inc. [mailto:hka@npv.com]
Sent: Tuesday, November 15, 2011 7:19 PM
To: Kerry Speidel
Subject: Lunenburg DPW - Overhead Door Rebid

Kerry,

Please advise HKA on the best time to speak with you about the overhead door re-bid for the subject Project.

HKA understands that the Town has elected to re-bid the overhead doors in accordance with MGL c. 149 for projects under \$100K (the c. 30 39M process). Dave MacDonald believes that HKA simply needs to attach the previous prepared specification and the existing drawings.

Note: Dave and HKA discussed the option of the Town performing the electrical work under a separate contract. Dave indicated that the Town has an electrical quote under \$5K which HKA believes can be sole sourced.

HKA would like to get your opinion on how the re-bid documents should be prepared.

Option #1 - Include the existing spec and drawing along with new wage rates and bid forms only. (No front end documents).

Option #2 - Include the existing spec and drawing along with new wage rates, bid forms and a "full" front end.

Depending on the option the Town elects to proceed with will have a direct impact on HKA's effort to prepare the documents. Also, does HKA need to attend the bid opening and call on the references?

Please call to discuss or advise on your availability.

Thank you.

Gregg Yanchenko
978-449-0470

Kerry Speidel

From: HELENE KARL Architects, Inc. <hka2@npv.com>
Sent: Tuesday, November 22, 2011 8:06 AM
To: Kerry Speidel
Subject: Re: cost proposal to rebid overhead doors

Kerry,

HKA proposes a fee of \$1800 to re-bid the garage doors. As discussed, this will include preparing the c. 149 under \$100K front-end (similar to c. 30 s39M), requesting the wage rates, submitting the Central Register solicitation, updating the drawings to reflect the current request by the Committee (Raynor door brand), reviewing submittals and preparing the punchlist. HKA understands that the Town will coordinate the pre-bid conference (by appointment), post the newspaper ad and open the bids. Note: Please confirm if the Town wants to distribute the documents on BidDocs ONLINE. As discussed, BDO will host the garage door re-bid for \$350 plus any required printing.

This fee is also based on the Town procuring the electrical construction under a separate contract as discussed.

In addition, please be reminded that the Committee requested and approved HKA's additional services to attend four (4) additional job meetings at \$1600. HKA's original contract included 8 job meetings and it appears the construction will require an additional 4 job meetings.

Since I am out of town, please continue to correspond by email if you need additional information.

Happy Thanksgiving.
Gregg

On Mon, Nov 21, 2011 at 3:54 PM, Kerry Speidel <kspeidel@lunenburgonline.com> wrote:

Hi Gregg,

Have you had a chance to finalize the cost proposal to rebid the overhead doors? The committee is meeting tomorrow night and I'd like to be able to report back to them.

Thanks.

Kerry A. Speidel

Town Manager

Town of Lunenburg

17 Main Street

Lunenburg, MA 01462

(978) 582-4144

(978) 582-4148 FAX

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Please consider the environment before printing this email message

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HELENE KARL Architects, Inc.

61 Skyfields Drive

Groton, MA 01450

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DPW-11-22-11

OFFICE

